

## NCHIP REPORTING TIMELINES

**REQUIREMENT:** A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
<b>NCHIP Semi-Annual Progress Narrative Report</b> (This document is provided by your OCJP Program Manager)	<b>October 1<sup>st</sup> through December 31<sup>st</sup></b> <b>January 1<sup>st</sup> through June 30<sup>th</sup></b> <b>July 1<sup>st</sup> through September 30<sup>th</sup></b>	<b>Email to OCJP Program Manager</b>  <b>January 15<sup>th</sup></b> <b>July 15<sup>th</sup></b> <b>October 15<sup>th</sup></b>
<b>F&amp;A Invoice For Reimbursement</b> (Please contact your OCJP program manager for the proper Invoice for Reimbursement form.)	<b>Monthly</b> <b>(minimum quarterly)</b>	<b><a href="mailto:Maher.M.Wasef@tn.gov">Maher.M.Wasef@tn.gov</a></b> <b>Office of Budget and Finance</b> <b>Monthly</b>
<b>Program Income Report</b> (This document is provided by your OCJP Program Manager)	<b>October 1<sup>st</sup> through September 30<sup>th</sup></b>	<b>Email to OCJP Program Manager</b>  <b>October 15<sup>th</sup></b>
<b>Equipment Summary</b> (This document is provided by your OCJP Program Manager)	<b>October 1<sup>st</sup> through September 30<sup>th</sup></b>	<b>Email to OCJP Program Manager</b>  <b>October 15<sup>th</sup></b>